

ADMINISTRATIVE - INTERNAL USE ONLY

PROBLEM:

How shall space in the FRC, Suitland, Maryland be utilized to prolong the storage capacity of the Agency Archives and Records Center.

FACTS:

1. By 1 July 1967, there will be 60,000 cubic feet of storage space available to the Agency in the FRC at Suitland.
2. At the present net growth rate space in the Agency Records Center will be fully utilized by 1 July 1968 *unless a substantial volume of records is moved to Suitland.*
3. The requested ~~or~~ 3 additional positions to man the Suitland operation have been eliminated from the 1968 budget.
4. Approval for storage of records at Suitland is based on the understanding that the Agency Archives and Records Center will retain control of all transfers and provide reference service to the records.
5. The records approved for storage at Suitland are restricted to finished intelligence publications bearing no higher classification than Secret.

DISCUSSION:

1. The growing space shortage in the Agency Records Center is aggravated by large accumulations of records to which no disposal standards can be applied. One example is the 12,000 cu. ft. of Clandestine Services records that are being held indefinitely as hard copy backup for the WALNUT system. Repeated requests to concerned officials for a disposal standard have produced no action to date. Another case is the more than 6500 cu. ft. of financial records which are accumulating at the rate of some 1300 cu. ft. per year. Disposal standards do exist for these records but they cannot be applied because *the* ~~of lack of~~ *accounts to which they pertain have not been audited* ~~audit and approval by the General Accounting Office.~~
by the GAO

2 The resolution of the GAO-Agency relationship is being handled by the Office of General Counsel. Meantime the Records Administration Branch, SSS, has recommended to the Office of Finance, through their Records Officer, that they study the feasibility of using audit procedures established for the Army Chief of Staff Intelligence and approved by the GAO. Copies of Army regulations outlining the system have been given to the Office of Finance.

2. Plans have been completed to move between 25,000 and 30,000 cubic feet of finished intelligence documents into the Suitland space by 1 July 1968. Most of these materials will consist of copies of the National Intelligence Survey, Agency produced maps and ~~other Agency products.~~ ^{intelligence products} Agency personnel are needed to control and service these documents at Suitland, GSA, as a matter of policy, would not accept responsibility for running a supplemental distribution operation for the USIB Community even if it had CIA cleared personnel. Also, the Agency Records Center could not absorb the work load imposed by running the operation STAT

3. The workload of the Agency Records Center has increased constantly over the years and will continue to do so. There is a direct relationship between volume of records on hand and amount of work required to control and service them. During FY 1966 reference services increased by 16,000 over the previous year. They will continue to increase because the number and variety of intelligence documents are increasing. The Agency Records Center recently assumed the supplemental distribution function for code work reports, a task that had been spread through all Offices handling this type of intelligence such as NPIC, ORR, OSI, OEL and OCR/SRR. When the Center

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assumed responsibility for servicing records of the Clandestine Services in December 1959 there were ~~82,000~~ ⁸²⁰⁰ cu. ft. of their records on hand. Today, there are some 19,000 cu.ft. In 1959, 20 man hours per week were expended in servicing these records. Today, 100 man hours are required. Several years ago the stock of Agency produced maps were transferred from the Map Library/ORR to the Center. Today the Center is servicing 6100 cu. ft. of these records.

4. The distribution of the work load in the Center is rather evenly divided over a year between retired records and intelligence reports in respect to number of items furnished requesters. But in daily operations the requests for items frequently builds up in number and urgency on either the records or the reports. This means that all employees must be assigned to work where the pressure is greatest. The assignment of three Center employees to the Suitland operation would split the work force and thus endanger effectiveness of service at either end.

5. The space allocated to CIA in Suitland would cost approximately \$500,000 if constructed as an addition to the present Records Center Building The cost of three new positions required to man the Suitland operation would average between \$20,000 and \$22,000 per year at present pay rates.

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CONCLUSIONS:

1. From the Records Management point of view the issue presented by the lack of disposal standards for certain records of the Agency is simply another complicating factor within the main problem of how we use our space in the Federal Records Center at Suitland, Md.

- We are faced with the indefinite retention of a large and growing volume of records to which no definitive disposal standards can be applied, and our utilization of space at Suitland will be curtailed if the Agency can not staff that operation.
2. The vault space at Suitland was originally acquired for the purpose of storing and servicing CIA intelligence publications bearing classification⁶ up through SECRET. One reason for selecting this material was to free more space in the Agency Center for storage of office records that have been scheduled for retirement, and which have various degrees of sensitivity.
 3. ^WHowever, the 3 positions requested for the Suitland operation have been eliminated from our 1969 budget. This action forces reconsideration of our original plans because any material we store in Suitland must be serviced by Agency Records [✓]CENTER personnel. The reference activity on intelligence publications is too high to warrant transfer of the 18,000 cu. ft. originally planned. If truly inactive, non-sensitive records of Agency offices were selected for transfer, new internal approvals would be needed to authorize transfer of such records. Furthermore, the volume of these records would not be great enough to release any significant amount of space in the Agency Center.
 4. The increase in volume and activity of records in the Center over the past years results from the normal process of receiving, storing and servicing records scheduled for retirement, and also from the assumption of new functions. The economy and efficiency effected by taking on the new functions are demonstrable. But such improvements cannot be cost free. The Agency Records Center has an urgent need

for an increase in manpower if it is to reap any benefit from the allocated space at Suitland.

RECOMMENDATION:

1. That the decision to eliminate from the 1968 Budget three positions requested for operation of CIA Space in the Federal Records Center, Suitland, Maryland be appealed in order that the storage capacity of the Agency Records Center can be prolonged indefinitely.